

Urbandale Civil Service Commission Minutes
Tuesday, July 3, 2018

The Urbandale Civil Service Commission met at 2:00 p.m. on Tuesday, July 3, 2018 at the Urbandale City Hall, 3600 86th Street. Answering roll call were the following Commissioners: Janet Trentmann, Steve Eckley, Jim Trotter. Absent: none. Also present were Human Resources Director Karla Lower, Human Resources Analyst Kate Kanne, Director of Engineering and Public Works Dave McKay, Assistant Director of Engineering John Larson, Fire Chief Jerry Holt, City Clerk Deb Mains.

Chair Trentmann read the CHARACTER COUNTS! statement.

Trotter moved, seconded by Eckley to approve the agenda as posted. On roll call, Ayes: Trotter, Eckley, Trentmann. Nays: none. Motion carried.

Trotter moved, seconded Eckley to approve the April 25, 2018 Commission minutes as written. On roll call, Ayes: Trotter, Eckley, Trentmann. Nays: none. Motion carried.

Following review of the recruitment process, Trotter moved, seconded by Eckley to approve the Certified List for the entry level classification of Traffic Signal Technician. On roll call, Ayes: Trotter, Eckley, Trentmann. Nays: none. Motion carried.

Following review of the recruitment process, Trotter moved, seconded by Eckley to approve the Certified List for the classification of Fire Driver/Engineer. On roll call, Ayes: Trotter, Eckley, Trentmann. Nays: none. Motion carried.

Following review of the recruitment process, Eckley moved, seconded by Trotter to approve the Certified List for the classification of Firefighter/EMT – Firefighter/Paramedic. On roll call, Ayes: Eckley, Trotter, Trentmann. Nays: none. Motion carried.

Following a review of the recommended recruitment process, Eckley moved, seconded by Trotter to approve the recruitment process for the classification of Engineering & Stormwater Technician; approve the written exam, and minimum passing score of seventy percent (70%); and approve the oral board interview guide, and minimum passing score of eighty percent (80%). On roll call, Ayes: Eckley, Trotter, Trentmann. Nays: none. Motion carried.

Other items of discussion included the recruitment for Police Officer and the need to have another meeting soon to certify that list.

With no further business to come before the Commission, Trotter moved, seconded by Eckley to adjourn. On roll call, Ayes: Trotter, Eckley, Trentmann. Nays: none. The meeting was adjourned at 2:18 p.m.

Janet Trentmann, Chair

Attest: _____
Debra Mains, City Clerk